



Catering by Herach and Ara

1460 South Greenwood Avenue
Montebello, CA 90640
(323) 728-0573 or (800) 810-0272
(323) 728-0574 FAX

PROPOSAL

NAME: Mr. Roy Sinclair

ORGANIZATION: Los Angeles County Commission on Women

BILLING ADDRESS: 500 W. Temple St. – Room B50, Los Angeles, CA 90012

EVENT ADDRESS: Room TBA

EVENT TYPE:

BUSINESS PHONE: 213-974-1431

GUEST ARRIVAL TIME: 12:15pm

OTHER: Cell:

PROPOSAL DATE: June 6, 2012

EVENT DATE: June 19, 2012

GUESTS: 70

EMAIL: rsinclair@bos.lacounty.gov

SERVICE HOURS:

MENU AND SERVICES

The following menu items and services provided for 70 Guests:

Assorted Kaiser and Croissant Sandwich Platter with:

(Turkey, Tuna, Roast Beef, and Vegetarian)

Mustard and Mayonnaise

Asian Salad with Peanut Sesame Dressing

Seasonal Fresh Fruit Platter

Ice Tea

70 x \$ 8.25

\$ 577.50

Tax	\$ 50.53
Delivery	\$ 15.00
Total	\$ 643.03

Caterer to provide the following at no additional cost:

1) Quality disposable serveware to include foam plates, heavy duty forks, knives, cups, and napkins.

2) Buffet tablecloths.

Contracting party to provide:

1) Buffet tables.

Thank You for calling Catering by Herach and Ara

For payments made with Visa, Mastercard or American Express add 3% to Proposal Total.

No menu changes will be accepted seven (7) days prior to the event. The number of guests is a minimum guarantee for the food order. The individual / organization will be charged according to the actual number of guests or the minimum guarantee – whichever is greater. This guarantee must reach our office at least (7) days prior to the event date. A 25% deposit of the estimated gross total will be requested at the time of acceptance of this proposal. This deposit is partially refundable upon receipt of a written request to cancel the contract, in our office, ninety (90) days prior to event date. The balance on the account is due and payable three (3) days prior to event date. **Optional wait staff member(s) fees are a five hour minimum which include a one hour set and a one hour break down time. Each additional hour over quoted set hour(s) will have an additional fee of \$20.00 per hour per staff member.**



749 Venice Blvd.
Los Angeles, CA 90015
ph 213-746-2224
fax 213-746-5044
office@cityfarecatering.com

DATE OF EVENT

6/19/12

INVOICE #

123407

BILL TO:

LA County Commission
For Women
500 W. Temple St., Rm. 372
Los Angeles, CA 90012
ATTN: Roy Sinclair

DELIVER TO:

3rd Floor
Room 374 - A
Roy Sinclair
974-1431

DELIVERY SET-UP

7:45

8:00

E-MAIL

rsinclair@bos.lacounty.gov

P.O. NO.

Commission for Wom...

METHOD OF PAYMENT

Check

DESCRIPTION

QTY

RATE

AMOUNT

Continental Breakfast

30

6.20

186.00

Assorted Bagels

Muffins / Danish

Cream Cheese / Butter / Jelly

Sliced Fruit

Fresh Orange Juice

Buffet Tablecloth

1

3.00

3.00

Subtotal

189.00

Delivery / Set-Up / Pick-Up

15.00

15.00

*** Please Provide Extra Plates, Napkins & Utensils ***

Sales Tax

8.75%

17.85

Pay with CREDIT CARD via FAX: 213-746-5044 ☐ Amex ☐ Mastercard ☐ Visa

Card #: _____ Exp: ____/____ CID #: _____

Name on card: _____

Billing address: _____

City: _____ State: _____ ZIP: _____

Signature: X _____

Amount

\$221.85

Tip

Total

221.85

Catering to the heart of the city.

**Los Angeles County Commission for Women
Trust Fund Budget 2011-12**

INCOME:

TOTAL

Net Income Women of the Year Luncheon 2011	\$28,105.00
Interest Income 2010-11	\$1,074.33
Carry over - Unspent Designated Funds	\$8,511.26
Carry over-Unspent President's Funds	\$88.50
Carry over - Unspent Undesignated Funds	\$2,611.46
Unspent money from executive office	\$31,576.92
2010 Scholarship Program Balance	\$4,750.00
Earmarked money for 2012 scholarships	\$9,150.77
TOTAL INCOME:	\$85,868.24

EXPENSES:

President's Fund:	\$5,000.00
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Designated Funds (Budgeted Item Funds):

Memberships:

NACW	\$50.00
ACCW	\$50.00
Calif. Partnership to End Domestic Violence	\$250.00

Commission Business (Meetings):

NACW annual meeting	\$1,500.00
ACCW quarterly meetings	\$500.00

Commission Events:

Retreat Expenses	\$500.00
End of F/Y CW Reports & Reception (June 2012)	\$500.00
District Meeting (4th or 1st District)	\$800.00
Scholarship Presentation	\$500.00
Scholarships for 2012	\$5,000.00

Commission Printing:

Media/Promotional Expenses	\$1,000.00
Namebadges for Commissioners	\$250.00
2008-10 Status Report Printing	\$2,000.00
DV booklets	\$1,200.00

Commission Earmarked Funds:

Scholarships for 2012	\$9,150.77
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Commission Sponsorships:

LA County Public Works Women's Conference	\$2,000.00
LA County Dept of Public Health/OWH-Fall and Spring	\$2,000.00

Miscellaneous:

Condolences (memorials)	\$200.00
Extra E.O. Staff time for events	\$500.00
Extra Equipment for events	\$500.00

Special Project(s)

Must meet E.O. Unspent Money Project Criteria	\$31,576.92
2010 Scholarship Program Balance	\$4,750.00

Total Designated Funds:	\$64,777.69
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Undesignated Funds (Flexible Spending Funds):

District Projects/events to attend(\$2,000 per district)	\$10,000.00
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TOTAL EXPENSES:	\$79,777.69
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TOTAL UNBUDGETED:	\$6,090.55
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**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
LOS ANGELES COUNTY COMMISSION FOR
WOMEN
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 372
LOS ANGELES, CA 90012
<http://LACCW.info>**

Monday, August 8, 2011

10:00 AM

- 3. Approval of Fiscal Year 2011-2012 Commission for Women budget. (Continued from the meeting of July 11, 2011) (11-3247)**

During discussion, Commission staff clarified the following Commissioner inquiries:

- 1. Scholarship Amount – The \$4,750 is the current allocated unspent Scholarship Balance and the \$9,150.77 is earmarked for the 2012 Scholarship Program budgeted amounts.**
- 2. Condolences (memorials) – Memorials is shown on the proposal because donations must go to an organization. It cannot be to purchase flowers or for the Commissioner's family, etc. In 2009, the amount was at \$300. Last year the Commission agreed to change it to \$200. No memorial monies were spent last year.**
- 3. Community events attended by Commissioners – There is \$2,000 that is part of the Community Events Projects for each District (\$1,500 Community Event, \$500 for Commissioner to attend events).**
- 4. Retreat expenses - Although the Commission has not yet had a retreat, the item expense is included in the Fiscal Year 2011/2012 Budget for when the Commission decides to convene one.**
- 5. Membership Publication – Although this was not on the Budgeted items, Commissioners asked they be forwarded any and all information that comes through the LACCW email by staff.**

6. Total Unbudgeted – These are funds not yet allocated. If an item comes before the Commission that is not already budgeted, it will have to be put on the agenda for Commission approval and then the amount would come from the Total Unbudgeted funds.

Commissioner Lesser noted the Commission should look at what District would be holding the next District meeting. For this current Budget year, it would be the 4th District. However, the outcome of the August 9, 2011 Board of Supervisors meeting will determine whether or not Commissioners Lesser and Tanberg will still represent the 4th District on the Commission for Women. She will let staff know of any changes that occur and will address the issue at a later date.

Additionally, Commissioner Lesser cautioned the Commission that although the Commission may have generated a large amount of money from the 2011 luncheon, this cannot be guaranteed for the 2012 luncheon.

Commissioner Duba also noted that, even though there is an additional \$31,000+ within this years' budget, the Commission has to make sure all monies are well spent.

Following discussion, Commissioner Duba made a motion to amend the report to allocate \$2,000 from the unbudgeted items for printing of the 2008-2010 Status Report to be submitted by Past President Duba.

Later, Commissioner Lesser made a motion to amend the report to remove the \$1,000 from the Commission Sponsorships as this is a District 4 Community Project already included in the Undesignated Funds (Flexible Spending Funds).

After further discussion, on motion of Commissioners Duba and Lesser and by Common Consent, the item was approved as amended.

Attachments: SUPPORTING DOCUMENT FINAL AMENDED
 SUPPORTING DOCUMENT Proposed